ROAMmerchant Login

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Viewing Subclient Information

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Subclients serve as an extension of a client organization. Though technically part of a client organization, subclients have the ability to board unique merchants and submerchants in the ROAMsupport client-hierarchy. This page serves as a concise, easy way to organize and manage this information.

1. First, log in to ROAMsupport6 by following the steps outlined here.

2. On the sidebar, open the **Clients** menu.



3. Click on View Client, under the Clients menu.

4. This will open the Client Details page. From here, you can view all of the information associated with the logged-in client. If the client has associated subclients, you will see the **View Subclients** button shown below.

🖽 Clients 🛩	Client Details	
🛄 View Client	+ CREATE SUBCLIENT + CREATE PROFILE SUBCLIENT	PPLICATION TOKENS
Client Profiles	Client Information	
Merchants <	Organization ID 🕕	32121
	Organization Name	ankitClientWithSubClients1
S Transactions	Organization Type 🕕	Client

	Billing Info Update Required 🕕	Yes
text_users (Address 1 🕕	123 Example St
	Address 2 🕕	Exmp #4
😧 text_admin 🔇	City 🕦	Boston
	State 🕕	MA
	Country 🕕	US
	Zip 🚯	02215
	Parent Organization ID 🕕	1
	Status 🕕	Active

5. Clicking on this will bring you to the Client search page. You must either search for a subclient specifically, or perform an empty search to show a list.

Clients		
+ CREATE CLIENT		
search Q VIEW ALL		EXPORT PDF EXPORT CSV
Organization Id Organization Name	Organization Type	
Displaying 0 - 0 of 0 Clients matched. Show 25 🔻 Clients per page		



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